

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



19422  
A8 P43  
Cap 6

UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington 25, D. C.

June 10, 1943

PERSONNEL DIVISION MEMORANDUM NO. 8

Supplement 7

To: Branch and Division Chiefs and Regional Administrators

From: Frederick C. McMillen, Chief, Personnel Division

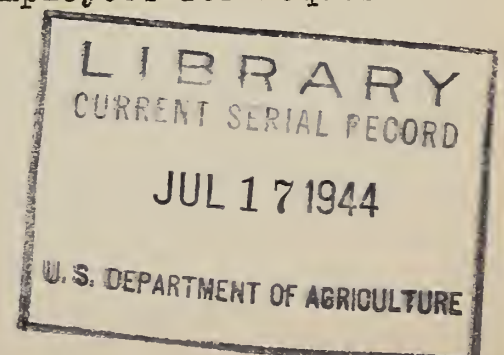
Subject: Leave Without Pay

I. There is attached hereto a copy of Personnel Circular 107, (Revision I), Supplement No. 8, dated June 1, 1943 entitled "Leave Regulations". This amends Supplement No. 3 of the Personnel Circular covering leave without pay.

II. It is the policy and procedure of this Administration that all applications for leave without pay mentioned in Paragraph I-1-a be submitted for approval in the Washington Personnel Division in the case of employees of the Departmental Service and in the Regional Personnel Divisions for employees assigned to duty within the respective Regions in the field.

III. Paragraph I-1-b provides for the granting of additional leave without pay up to a period not exceeding five months. However, any leave without pay in excess of thirty days, as covered in Paragraph I-1-a, requires the processing of a regular personnel action. Therefore, in cases of leave without pay covering a period in excess of thirty days in any calendar year, there must be submitted a regular green sheet recommendation to the Washington Personnel Division in the case of employees in the Departmental Service and to the Regional Personnel Division in the case of field employees.

IV. While it has been the policy of this Administration to take a liberal attitude toward the granting of leave without pay up to the thirty-day limitation, it will be necessary for us to exercise more definite controls over the granting of leave without pay for periods in excess of thirty days. In this connection, your attention is invited to a memorandum for chiefs of bureaus and offices No. P-291, dated November 28, 1942, which urges rather definite limitations on the granting of leave without pay. Before recommending leave without pay, Branches and Divisions in Washington and field offices should give very careful consideration to the reasons given by employees for requesting leave without pay.



The Washington Personnel Division or the Regional Personnel Divisions, as the case may be, may grant leave without pay for a period not exceeding one year for reasons of illness or maternity. However, such leave without pay must be handled through regular processed personnel actions upon green sheet recommendation.

V. Any leave without pay beyond that covered in Paragraphs III and IV of this memorandum must be approved by the Director of Personnel upon regular recommendation and should be submitted prior to the date on which it is proposed that such leave without pay should become effective. Regional Personnel Divisions will have no authority to approve this additional leave without pay.

VI. Your particular attention is invited to Paragraph II-2 of Supplement 8 of Personnel Circular 107 (Revision I), in which it is stated that leave without pay cannot be imposed as a penalty for disciplinary action. Such cases require action by regular Secretarial approval in the form of a suspension from duty without pay.

*Frederick C. McMillen*

Attachment

F-715



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of Personnel  
Washington, D. C.

June 1, 1943

Personnel Circular No. 107 (Revision I), Supplement No. 8

LEAVE REGULATIONS

Amendments to Personnel Circular No. 107 (Revision I), Supplement No. 3, dated July 14, 1942

Leave Without Pay

The regulations contained in Personnel Circular No. 107 (Revision I), Supplement No. 3, relating to leave without pay are amended as follows:

Delete Regulation I and substitute therefor the following:

I. Approving Requests for Leave Without Pay.

1. Limitations.

- a. Officials who are authorized to approve annual and sick leave are also authorized to approve applications for leave without pay for periods not exceeding 30 consecutive days in any calendar year, and for further non-consecutive periods of not more than 6 days duration not to exceed 30 additional days in the aggregate. The submission of a Personnel Notification is not required for any employee when leave without pay is taken in accordance with this paragraph, provided that in the case of an employee serving a trial period, 1/ the Personnel Notification effecting separation or resignation on Form AD-126, or reporting resignation on Form AD-126-F, during or at the end of the trial period show, under "Remarks", the exact amount of leave without pay which has been taken.
- b. Leave without pay beyond that authorized in paragraph a above may be approved by heads of administrations, bureaus or offices or by such responsible officials as they may specifically designate for this purpose, for a period not exceeding five months, provided such leave without pay is granted only to individuals having unusual and emergency reasons for requesting such leave without pay. 2/ Where

---

1/ When a trial period employee is granted leave without pay, his trial period should be extended for a period equivalent to the period of time he is in a non-pay status. (Civil Service Departmental Circular No. 107, Supplement No. 6, dated August 17, 1939).

2/ See Memorandum for Chiefs of Bureaus and Offices, No. P-291, dated November 28, 1942, urging a limitation on the granting of leave without pay.

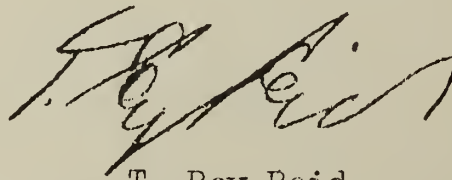
leave without pay beyond that authorized in paragraph a above is approved, a Personnel Notification, Form AD-126, or Form AD-126-F, shall be submitted to the Director of Personnel to effect or to report such leave without pay. If leave without pay is approved for thirty consecutive days under paragraph a above, and it becomes necessary to approve leave without pay for part or all of an additional five months under this paragraph, the effective date on the Personnel Notification, Form AD-126 or Form AD-126-F, must be the date leave without pay became effective for the period approved under paragraph a. Each such Personnel Notification must contain under "Remarks" a statement of the reasons for granting leave without pay and these reasons must be clearly stated and adequately explained.

- c. Where leave without pay beyond that authorized under paragraph b above is applied for, a Personnel Notification, Form AD-126, accompanied by a memorandum giving reasons and full particulars, including information as to periods of leave without pay previously granted, may be submitted to the Director of Personnel for approval prior to the date it is proposed such leave without pay is to become effective.

Delete Section 1 and 2 of Regulation II and substitute therefor the following:

II. Granting Leave Without Pay.

1. Leave Without Pay for Illness or Maternity. Officials who are authorized to approve annual and sick leave, and Field Employment Officers exercising delegated field employment authority pursuant to Secretary's Memorandum No. 603, Revised, dated September 19, 1940, and supplements thereto, are authorized to grant leave without pay, for a period not to exceed one year, 3/ for reasons of illness or maternity. Such leave without pay must be effected through the use of the Personnel Notification, Form AD-126, or Form AD-126-F, as the case may be.
2. Leave Without Pay as a Penalty Prohibited. Leave without pay may not be granted without voluntary application therefor by the employee concerned, except in the case of transfers to private or public enterprise under Section 4 of War Service Regulation IX. Accordingly, leave without pay may not be granted or imposed as a penalty. 4/



T. Roy Reid  
Director of Personnel

---

3/ See Memorandum for Chiefs of Bureaus and Offices No. P-54, dated November 3, 1939.

4/ See Personnel Circular No. 113 (Revision I), dated March 17, 1943, regarding suspension from duty without pay pending investigation or for disciplinary reasons.